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Montana
Office of Public Instruction
Denise Juneau, State Superintendent

School Finance



REMINDER!

Trustee Financial Summary Report and Final Adopted Budgets are due to OPI **on or before September 15.**

OPI Contact: Dennis Clague, (406) 444-1960 or dclague@mt.gov.

Pupil Transportation

TR-4 Individual Transportation Contracts

By October 1, the county superintendent must log into the Transportation program, review and electronically acknowledge receipt of FY2013-14 TR-4 Individual Transportation contracts received from the school districts. The county superintendent must also authorize contracts for which the county transportation committee has approved increased payment due to isolation.

OPI Contact: Donell Rosenthal, (406) 444-3024 or drosenthal@mt.gov

New Transportation Regulations Document and Important Links

A new document has been posted to the Pupil Transportation website at the following link: [CLICK HERE](#)

This document is meant to provide important information and regulations when reporting Pupil Transportation information.

To view specific information, you can click on the bookmark on the left side of the PDF and it will take you directly to your topic of interest. Also, you can click on hyperlinks to view specific statutes and ARM as needed.

Additional Information and important links:

The Pupil Transportation Handbook is posted on the website at the following link: [CLICK HERE](#)

Instructions for completing the TR-35's, TR-1's, TR-4's, TR-5's, TR-6's, and TR-13's can be found at the following location under the "Instructions" heading: [CLICK HERE](#)

Montana School Bus Standards 2012 is posted at the following location: [CLICK HERE](#)

OPI Contact: Donell Rosenthal, (406) 444-3024 or drosenthal@mt.gov

TUITION

FP-14/14A Tuition Claims

Districts must enter *Days Enrolled* for all claims **submitted and approved** for the 2012-13 school year in MAEFAIRS under State Paid Tuition. *Days Enrolled* in MAEFAIRS will be compared to, and verified with, *Days Enrolled* in AIM (the state student information system). Districts have until June 2014 to send claims for the 2012-13 school year to OPI for approval. Please note, claims will not be paid until *Days Enrolled* are entered **and** the claim is submitted.

OPI Contact: Nicole Thuotte, (406) 444-4524 or nthuotte@mt.gov

2013 Legislative Summary is on-line

Following each legislative session, the Office of Public Instruction prepares a *Summary of Legislation Related to K-12 Education*. The summary provides a description of legislation that was approved and includes a listing of all legislation that was proposed related to K-12 education. The 2013 Summary is on-line at: [CLICK HERE](#). OPI Contact: Madalyn Quinlan, Chief of Staff, 444-3168, or mquinlan@mt.gov

2013 Traffic Education Reimbursement (TE) is \$107.63 per TE Student

The 2013 Traffic Education (TE) reimbursement was disbursed to county treasurers in early August. The OPI distributed \$900,000 from driver license fees to 131 school districts offering state-approved Traffic Education programs to 8,363 students. District costs were partially offset by state reimbursement amounting to \$107.63 per TE student.

Reports showing the 2013 reimbursements by county and school district can be downloaded from the OPI's web site under [Traffic Education Reports](#).

OPI Contact: Fran Penner-Ray, (406)444-4396

School Staffing / Terms of Employment Accreditation and Master Schedule

Important note for districts: If you hire someone who is not licensed, send an email to cert@mt.gov. This will alert the OPI Licensure Unit to follow up with the educator on any noted deficiencies.

OPI will open the first two parts of the TEAMS system by the second week of September 2013: the School Employee ID (SEID) generator and the Terms of Employment (TOE) data collection. In order to access TEAMS, users have rights assigned by the district's Authorized Representative via the [TEAMS Security Form](#). Once the system is open, OPI will email user names and passwords for TEAMS. The TEAMS user name and passwords are unique to this system and will not provide users access to any other OPI system.

A very big reminder that will only impact this year: there are three TEAMS data collections this fall. The first is the FY 2012-13 TOE, the second is the FY 2013-14 TOE, and the third is the FY 2013-14 TEAMS Annual Data Collection. These collections must occur in this order for the system to work properly. After submitting the FY 2012-13 TOE collection, contact OPI to open the FY 2013-14 TOE collection. The TEAMS Annual Data Collection will begin in October 2013 and will be open approximately nine weeks to submit all information.

All the information you will need for the School Staffing Project is on the [OPI School Staffing web page](#). If you want more specific information as it comes available, please subscribe to the [School Staffing / TEAMS newsletter](#). Also, feel free to contact the TEAMS Help Line at (406) 444-9444 or OPITEAMS@mt.gov with any questions.

OPI Contact: Danielle Murphy, (406) 444-1625 or dmurphy@mt.gov

USEFUL LINKS

State Entitlement Payments to Schools: [CLICK HERE](#)

School Accounting: [CLICK HERE](#)

Forms and Publications & Tuition: [CLICK HERE](#)

Pupil Transportation: [CLICK HERE](#)

Student Count for ANB: [CLICK HERE](#)

Audit Information: [CLICK HERE](#)

OPI Calendar: [CLICK HERE](#)

OPI School Finance Division

Debbie Casey	<u>dcasey@mt.gov</u>
Dennis Clague	<u>dclague@mt.gov</u>
Steve Hamel	<u>shamel@mt.gov</u>
Nica Merala	<u>nmerala@mt.gov</u>
Janelle Mickelson	<u>jmickelson@mt.gov</u>
Donell Rosenthal	<u>drosenthal@mt.gov</u>
Paul Taylor	<u>ptaylor2@mt.gov</u>
Nicole Thuotte	<u>nthuotte@mt.gov</u>
Kathleen Wanner	<u>kwanner@mt.gov</u>

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Montana Office of Public Instruction
1227 11th Ave

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